



2 November 2005

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Revised salary scales for staff in the General Service
and related categories at Headquarters**

1. In accordance with article 12 of its statute, the International Civil Service Commission (ICSC) is currently conducting a comprehensive survey of the best prevailing conditions of employment in New York in 2005 for the purpose of making recommendations to the Secretary-General on the salary scales of staff in the General Service and related categories at Headquarters. The representatives of administration and staff actively participate in all aspects of the survey, including the selection of employers and jobs to be surveyed. Originally, the data collection phase of the survey was scheduled to begin on 24 October 2005. However, the data collection in fact began on 1 November 2005.

2. While an interim adjustment to the salary scales for staff in the General Service and related categories at Headquarters would normally have been adjusted in May 2005, in accordance with the current procedure on interim adjustments, such an adjustment was not possible in view of the six-month rule provision in the approved general methodology for surveys for best prevailing conditions of service for staff in the General Service and related categories, whereby no interim adjustments could be granted within six months of the survey reference date.

3. Taking into account the fact that the survey data collection began on 1 November 2005, the concurrence of the Chairman of ICSC was sought and received to effect the interim adjustment that became due in May 2005. Accordingly, I am pleased to announce that the Secretary-General has decided to promulgate the revised salary scales for staff in the General Service and related categories (see annex).

4. The consumer price index (CPI) for the month of April 2005 reflects a 4.17 per cent movement over the April 2004 index. In application of the current procedure for effecting interim adjustments to the salary scales for staff in the General Service

* The present circular, which cancels and supersedes circular ST/IC/2004/20 dated 25 May 2004, will be in effect until further notice.



and related categories at Headquarters (i.e. adjustment in the net salaries of such staff by 90 per cent of the movement of the CPI for New York, whenever the CPI has increased by 5 per cent or more over the level reached at the time of the previous revision of the salary scale, or every 12 months, whichever comes first), the net salaries of staff in the General Service, Language Teacher, Public Information Assistant, Security Service and Trades and Crafts categories will be adjusted upwards by 3.75 per cent, with retroactive effect from 1 May 2005.

5. The amount of dependency allowances remains unchanged.
6. The amounts of the first and second language allowances will be revised, effective 1 May 2005, to \$1,920 and \$960 net per annum, respectively.
7. The implementation of the revised salary scales, which are contained in the annex to the present circular, will be reflected in the end of November 2005 payroll.

Salary scales for staff in the General Service and related categories at Headquarters

A. Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 May 2005

Level	STEPS										
	I	II	III	IV	V	VI	VII	VIII	IX	X	
7	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	60 665 59 055 46 859 46 859 0	63 254 61 373 48 645 48 645 0	65 842 63 691 50 431 48 645 0	68 430 66 009 52 217 52 217 0	71 019 68 327 54 003 54 003 0	73 607 70 687 55 789 55 789 0	76 196 73 100 57 575 57 575 0	78 784 75 511 59 361 59 361 0	81 372 77 924 61 147 61 147 0	83 961 80 337 62 933 62 933 0
6	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	54 622 53 280 42 420 42 420 0	56 800 55 374 44 032 44 032 0	58 978 57 467 45 644 45 644 0	61 241 59 561 47 256 47 256 0	63 577 61 655 48 868 48 868 0	65 913 63 747 50 480 50 480 0	68 249 65 842 52 092 52 092 0	70 586 67 936 53 704 53 704 0	72 922 70 045 55 316 55 316 0	75 258 72 224 56 928 56 928 0
5	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	49 158 48 033 38 377 38 377 0	51 130 49 927 39 836 39 836 0	53 101 51 821 41 295 41 295 0	55 073 53 716 42 754 42 754 0	57 045 55 610 44 213 44 213 0	59 016 57 504 45 672 45 672 0	61 059 59 399 47 131 47 131 0	63 174 61 294 48 590 48 590 0	65 288 63 189 50 049 50 049 0	67 403 65 083 51 508 51 508 0
4	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	44 245 43 310 34 741 34 741 0	46 028 45 024 36 061 36 061 0	47 812 46 739 37 381 37 381 0	49 596 48 453 38 701 38 701 0	51 380 50 169 40 021 40 021 0	53 164 51 853 41 341 41 341 0	54 947 53 598 42 661 42 661 0	56 731 55 312 43 981 43 981 0	58 515 57 027 45 301 45 301 0	60 320 58 742 46 821 46 821 0
3	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	39 771 39 004 31 424 31 424 0	41 380 40 556 32 621 32 621 0	42 987 42 113 33 818 33 818 0	44 615 43 667 35 015 35 015 0	46 232 45 221 36 212 36 212 0	47 850 46 776 37 409 37 409 0	49 468 48 331 38 606 38 606 0	51 085 49 864 39 803 39 803 0	52 703 51 439 41 000 41 000 0	54 320 52 994 42 197 42 197 0
2	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	35 903 35 135 28 445 28 445 0	37 310 36 542 29 529 29 529 0	38 718 37 950 30 613 30 613 0	40 131 39 357 31 697 31 697 0	41 598 40 765 32 781 32 781 0	43 061 42 172 33 865 33 865 0	44 529 43 581 34 949 34 949 0	45 991 44 988 36 033 36 033 0	47 455 46 396 37 117 37 117 0	48 920 47 803 38 201 38 201 0
1	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	32 397 31 791 25 746 25 746 0	33 670 33 000 26 726 26 726 0	34 943 34 208 27 706 27 706 0	36 216 35 449 28 686 28 686 0	37 488 36 720 29 666 29 666 0	38 761 37 991 30 646 30 646 0	40 035 39 264 31 626 31 626 0	41 359 40 534 32 606 32 606 0	42 684 41 806 33 586 33 586 0	44 000 43 197 34 566 34 566 0

Dependency allowances (US\$ net per annum):

Child
Except for the first dependent child of a single,
widowed or divorced staff member

2 217

Dependent spouse

3 246

Secondary dependent

3 562

Language allowances (to be included in pensionable remuneration) (US\$ net per annum):

First language

1 920

Second language

960

1 307 (for staff who become eligible on or after 1 June 2004)

1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

• Long-service step:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- (a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
- (b) The staff member's service should have been satisfactory.

Gross:

Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension:

Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net:

Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension:

Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC:

Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

B. Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 May 2005

Level	S T E P S										
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI*
Language Teacher (Gross)	66 009	68 383	70 757	73 130	75 504	77 878	80 252	82 626	85 000	87 374	89 748
(Gross pension)	63 831	65 960	68 088	70 240	72 453	74 668	76 883	79 097	81 311	83 526	85 740
(Total net)	50 546	52 184	53 822	55 460	57 098	58 736	60 374	62 012	63 650	65 288	66 926
(Net pension)	50 546	52 184	53 822	55 460	57 098	58 736	60 374	62 012	63 650	65 288	66 926
(NPC)	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

Work schedule: the yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave, with pay.

Dependency allowances (US\$ net per annum)

Child

Except for the first dependent child of a single, widowed or divorced staff member

2 217

Dependent spouse

3 246

Secondary dependent

3 562

1 307 (for staff who become eligible on or after 1 June 2004)

1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances: not entitled

Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
- The staff member's service should have been satisfactory.

Gross:

Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension:

Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Total net:

Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

Net pension:

Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

NPC:

C. Salary scale for staff in the Public Information Assistant category at Headquarters

(United States dollars)

Effective 1 May 2005

Level		STEPS				
		I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant ^a	(Gross)	53 453	56 101	58 750	61 500	64 341
	(Gross pension)	52 161	54 707	57 249	59 795	62 338
	(Total net)	41 555	43 515	45 475	47 435	49 395
	(Net pension)	41 555	43 515	45 475	47 435	49 395
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	47 049	49 092	51 135	53 178	55 222
	(Gross pension)	46 011	47 973	49 933	51 896	53 859
	(Total net)	36 816	38 328	39 840	41 352	42 864
	(Net pension)	36 816	38 328	39 840	41 352	42 864
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	43 149	45 015			
	(Gross pension)	42 261	44 053			
	(Total net)	33 930	35 311			
	(Net pension)	33 930	35 311			
	(NPC)	0	0			

^a Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed, as follows:

Public Information Assistant I	6 months
Public Information Assistant II	12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances (US\$ net per annum):

Child	2 217
Except for the first dependent child of a single, widowed or divorced staff member	3 246
Dependent spouse	3 562
Secondary dependant	1 307 (for staff who become eligible on or after 1 June 2004)
	1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Language allowances: not entitled.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

D. Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 May 2005

Level	STEPS													XIII
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII		
7	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	78 987 75 709 59 501 59 501 0	82 093 78 603 61 644 63 787 61 644 0	85 199 81 499 63 787 63 787 63 787 0	86 304 84 394 65 930 68 073 65 930 0	91 410 87 289 68 073 68 073 68 073 0	94 516 90 183 70 216 70 216 70 216 0	97 622 93 080 72 359 72 359 72 359 0	100 728 95 975 74 502 74 502 74 502 0	103 833* 98 871* 76 645* 76 645* 76 645* 0*				
6	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	73 104 70 206 55 442 55 442 0	75 996 72 906 57 437 57 437 0	78 887 75 603 59 432 59 432 0	81 778 78 301 61 427 61 427 0	84 670 80 998 63 422 63 422 0	87 561 83 696 65 417 65 417 0	90 452 86 393 67 412 67 412 0	93 343 89 091 69 407 69 407 0	96 235* 91 788* 71 402* 71 402* 0*				
5	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	67 175 64 883 51 351 51 351 0	69 862 67 289 53 205 53 205 0	72 549 69 701 55 059 55 059 0	75 236 72 208 56 913 56 913 0	77 923 74 713 58 767 58 767 0	80 610 77 218 60 621 60 621 0	83 297 79 724 62 475 62 475 0	85 984 82 230 64 329 64 329 0	88 671* 84 736* 66 183* 66 183* 0*				
4	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	61 162 59 495 47 202 47 202 0	63 626 61 704 48 902 48 902 0	66 090 63 911 50 602 50 602 0	68 554 66 116 52 302 52 302 0	71 017 68 326 54 002 54 002 0	73 481 70 570 55 702 55 702 0	75 945 72 868 57 402 57 402 0	78 409 75 165 59 102 59 102 0	80 872* 77 462* 60 802* 60 802* 0*				
3	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	57 200 55 767 44 328 44 328 0	59 004 57 500 45 663 45 663 0	60 867 59 233 46 998 46 998 0	62 801 60 965 48 333 48 333 0	64 736 62 698 49 668 49 668 0	66 671 64 431 51 003 51 003 0	68 606 66 183 52 338 52 338 0	70 541 67 897 53 873 53 873 0	72 475 69 629 56 343 56 343 0	74 410 71 432 58 008 58 008 0	76 345* 73 236* 57 678* 57 678* 0*		
2	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	51 580 50 368 40 169 40 169 0	53 209 51 933 41 375 41 375 0	54 839 53 498 42 581 42 581 0	56 489 55 062 43 787 43 787 0	58 099 56 627 44 993 44 993 0	59 728 58 191 46 199 46 199 0	61 457 59 757 47 405 47 405 0	63 204 61 323 48 611 48 611 0	64 952 62 887 49 817 49 817 0	66 700 64 452 51 023 51 023 0	68 448 66 017 52 229 52 229 0	70 196 67 582 53 435 53 435 0	71 943* 69 147* 54 641* 54 641* 0*
1	(Gross) (Gross pension) (Total net) (Net pension) (NPC)	45 950 44 952 36 003 36 003 0	47 411 46 356 37 084 37 084 0	48 952 47 801 38 084 38 084 0	50 493 49 200 39 084 39 084 0	52 034 50 602 40 169 40 169 0	53 575 52 034 41 255 41 255 0	55 116 53 463 42 340 42 340 0	56 657 54 894 43 427 43 427 0	58 198 56 326 44 514 44 514 0	59 739 57 757 45 601 45 601 0	61 280 59 189 46 688 46 688 0	62 821 60 629 47 775 47 775 0	64 362 62 169 48 862 48 862 0

Dependency allowances (US\$ net per annum):		Language allowances (to be included in pensionable remuneration) (US\$ net per annum):	
Child	2 217	First language	1 920
Except for the first dependent child of a single, widowed or divorced staff member	3 246	Second language	960
Dependent spouse	3 562		
Secondary dependent			

1 307 (for staff who become eligible on or after 1 June 2004)

1 318 (for staff on board and already in receipt of amount prior to 1 June 2004)

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

• Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

- The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;
- The staff member's service should have been satisfactory.

Gross: Gross salaries have been derived through the application of staff assessment to total net salaries. Gross salaries are established for purposes of separation payments and as the basis for calculating tax reimbursements whenever United Nations salaries are taxed.

Gross pension: Gross pensionable salaries have been derived through application of staff assessment to net pensionable salaries. Gross pensionable is the basis for determining Pension Fund contributions under article 25 of the Regulations of the United Nations Joint Staff Pension Fund and for determining pension benefits.

Total net: Total net remuneration is the sum of the non-pensionable component and the net pensionable salary.

Net pension: Net pensionable is that part of net salary which is used to derive the gross pensionable salary. Net pensionable salary is the total net salary less the non-pensionable component, i.e. 100 per cent of total net salaries.

NPC: Non-pensionable component is that part of net salary excluded from application of staff assessment in determination of the gross pensionable salary. The non-pensionable component has been established at 0 per cent.

E. Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 May 2005

Level	STEPS							VII*
	I	II	III	IV	V	VI		
TC-8 (Gross)	74 587	77 204	79 822	82 439	85 057	87 674	90 291	
(Gross pension)	71 596	74 038	76 480	78 921	81 363	83 805	86 247	
(Total net)	56 465	58 271	60 077	61 883	63 689	65 495	67 301	
(Net pension)	0	0	0	0	0	0	0	
(NPC)	0	0	0	0	0	0	0	
TC-7 (Gross)	69 862	72 332	74 801	77 271	79 741	82 210	84 680	
(Gross pension)	67 291	69 504	71 801	74 102	76 403	78 705	81 006	
(Total net)	53 205	54 909	56 613	58 317	60 021	61 725	63 429	
(Net pension)	0	0	0	0	0	0	0	
(NPC)	0	0	0	0	0	0	0	
TC-6 (Gross)	65 141	67 458	69 775	72 093	74 410	76 728	79 045	
(Gross pension)	63 066	65 141	67 216	69 290	71 364	73 438	75 512	
(Total net)	49 947	51 546	53 145	54 744	56 343	57 942	59 541	
(Net pension)	0	0	0	0	0	0	0	
(NPC)	0	0	0	0	0	0	0	
TC-5 (Gross)	60 433	62 599	64 764	66 929	69 094	71 259	73 425	
(Gross pension)	58 838	60 780	62 720	64 663	66 603	68 543	70 485	
(Total net)	46 699	48 193	49 687	51 181	52 675	54 169	55 663	
(Net pension)	0	0	0	0	0	0	0	
(NPC)	0	0	0	0	0	0	0	
TC-4 (Gross)	56 016	57 895	59 773	61 651	63 528	65 406	67 284	
(Gross pension)	54 621	56 427	58 232	60 039	61 845	63 650	65 457	
(Total net)	43 452	44 842	46 232	47 622	49 012	50 402	51 792	
(Net pension)	0	0	0	0	0	0	0	
(NPC)	0	0	0	0	0	0	0	
TC-3 (Gross)	51 615	53 357	55 099	56 841	58 582	60 324	62 066	
(Gross pension)	50 396	52 069	53 740	55 414	57 087	58 760	60 432	
(Total net)	40 195	41 484	42 773	44 062	45 351	46 640	47 929	
(Net pension)	0	0	0	0	0	0	0	
(NPC)	0	0	0	0	0	0	0	
TC-2 (Gross)	47 238	48 834	50 430	52 026	53 622	55 218	56 814	
(Gross pension)	46 187	47 719	49 252	50 786	52 320	53 855	55 388	
(Total net)	36 956	38 137	39 318	40 499	41 680	42 861	44 042	
(Net pension)	0	0	0	0	0	0	0	
(NPC)	0	0	0	0	0	0	0	
TC-1 (Gross)	42 819	44 276	45 732	47 189	48 646	50 103	51 559	
(Gross pension)	41 945	43 345	44 743	46 142	47 540	48 939	50 337	
(Total net)	33 686	34 764	35 842	36 920	37 998	39 076	40 154	
(Net pension)	0	0	0	0	0	0	0	
(NPC)	0	0	0	0	0	0	0	

